

ROLE PROFILE Part1	Role Title	PNSO SECURITY ACCESS OFFICER			Dept /LPA	PNSO		
			VETTING LEVEL					
Grade/Rank	Scale 5							
Responsible To	PNS Strategic Support Manager							
Staff Line Managed	None							
Reviewed by (Manager)	Gail Usher				Date	05/07/13		
Purpose of Job	To facilitate and manage the access control process and card issuance throughout the force, including partner agencies. To enable card access to Police National Systems, as required. To mitigate risks by ensuring compliance and undertaking audit inspections.							
Key Accountabilities	1. To provide high quality, customer focused card issuance and access control function throughout the force, including the provision of advice and guidance in line with information assurance and security in addition to physical environment requirements. 2. To liaise and understand requirements from key partners / agencies in line with collaborative opportunities. To act as the point of contact for the force and for a range of partner agencies and other forces in terms of card issuance and access control. 3. All sensitive matters to be dealt with confidentially and in line with force policies and procedures. 4. Ensure audits and card issuance system administration is regulated, recorded and conducted in compliance with system regulations. 5. Identify fraudulent documents or the intent to misrepresent and/or defraud, supporting anti corruption measures. 6. To be responsible for all administrative functions in relation to card issuance, such as taking identification and/or warrant card photographs. To perform the cross referencing requirements across force databases, in order to support the process and mitigate risk relating to identity and security. 7. To be confident and accurate in the use of multiple systems and maintain a local and national level of understanding on the use of those systems. To react to changes and support cultural change. 8. To represent the force and department for own business area as required by Head of Department or line manager. 9. To give regular and effective service. Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire & IOW Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.							
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation. May be asked to carry out fire warden duties to meet required standards if required. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.							
ROLE PROFILE Part2	We are Emotionally Aware Level 1 We Take Ownership Level 1							

CVF Recruitment Competencies	We Deliver, Support and Inspire Level 1 We Analyse Critically Level 1 Transparency	
Education/ Qualifications	Essential: Educated to QCF Level 2 (5 passes inc English and Maths) OR work experience deemed to have brought the postholder to a comparable level. Desirable: QCF Level 2 in Business Administration.	
Experience and Skills	Essential: Experience of working in a busy administrative office environment Using a variety of computer systems Attending meetings providing advice and guidance Desirable: Knowledge of Police Service structure Knowledge or experience of security administration Knowledge of ACPO Security Policy Framework with an understanding of how local and national Information Security principles work.	
Approved by HR	Julie Chivers – Evaluation Appeal heard 13.09.13	Date 19/09/13